

QUICKBOOKS WIDGET – TRANSACTION DOWNLOADS

How do I access and complete the account transaction download?

This widget is automatically available within online banking and works with QuickBooks®. The widget will look similar to the below image. (Depending on the theme you choose for your online banking experience, the color of the widget could vary).



- Click on the **Transaction Download** widget, the below screen will appear.

A screenshot of the "Transaction Download" widget interface. The interface is divided into two main sections: "Select Accounts" on the left and "QBO Download" on the right. In the "Select Accounts" section, there is a search field (labeled 1), a "Select All" link, and a list of five "Business Checking" accounts with their balances (labeled 2). Each account has a checkbox (labeled 3) next to it. In the "QBO Download" section, there is a "Selected Accounts" counter showing 0, and two date selection fields for "Start Date" and "End Date" (labeled 4). Below these fields is a note about the download format and an "Export" button.

Account Name	Balance
Business Checking	\$46,431.18
Business Checking	\$13,442.98
Business Checking	\$16,591.77
Business Checking	\$162.50
Business Checking	-\$387.09

1. Search field to locate a specific account
2. List of accounts
3. How to select the account(s) to download. **(required field)**
 - a. Option 1: Click the *Select All* link to mark all accounts
 - b. Option 2: Click the check box next to the account(s)
4. Account transaction date range **(required field)**

- Once the account(s) are selected and date range chosen, click **Export**

Note: the next steps may vary slightly depending on the internet browser being used (ie: Internet Explorer, Google Chrome, etc.)

- A pop-up box should appear → click **Save**



- Another pop-up box will appear → click **Open**



- The QuickBooks software will open and you will follow the normal process within QuickBooks to “accept” the download.